



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

OFFENDER GROOMING, CLOTHING AND PERSONAL HYGIENE

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8) 11-10-12-1(a)(2) 11-11-4-2 11-11-6-2	00-02-201 01-02-101 02-01-101 02-01-108 02-01-107 02-01-111 02-04-102	ACA: CO: 2-CO-4D-01 ACI: 4-4137; 4-4138; 4-4139; 4-4142; 4-4144; 4-4161; 4-4162; 4-4163; 4-4261; 4-4262; 4-4263; 4-4283; 4-4285; 4-4334 thru 4-4343; 4-4416 thru 4-4419 JTS: 3D-08; 4B-08; 4B-09; 4B-10; 4B-13; 4B-14; 4B-15; 5A-01

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish acceptable standards of grooming, clothing and personal hygiene for offenders as well as minimum standards to ensure offenders are provided adequate clothing and personal hygiene items.

II. POLICY STATEMENT:

The Department recognizes the need for offenders to maintain an appropriate standard of grooming and personal hygiene in order to maintain a safe and healthy environment. Grooming and personal hygiene shall be encouraged to promote the physical and mental well-being of the offender.

The Department shall permit offender to be groomed based upon their personal preferences as long as the offenders continue to be neat and clean. The Department shall provide offenders with the opportunity to utilize hair-grooming facilities operated in accordance with established standards and state law.

The Department shall ensure that personal hygiene items are made available to offenders and that adequate and appropriate facilities are provided for personal cleanliness. Personal hygiene items shall be available for purchase from the facility commissary. If offenders cannot afford to purchase personal hygiene items, the Department shall ensure that necessary personal hygiene items are provided to the offenders.

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In those cases where offenders are not permitted to wear their own personal clothing, offenders shall be provided with clothing items that fit properly, are presentable and durable and that suit the climate. Offenders shall be accountable for state-issued clothing and shall be provided with the opportunity to launder or exchange clothing and linens to maintain cleanliness, personal hygiene and sanitation. The Department shall ensure that released offenders have a suitable set of clothing for the time of year.

III. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. **BEDDING:** Mattresses, mattress covers and pillows.
- B. **CONTAGIOUS:** Disease which may be spread by physical contact or through the air.
- C. **DRESS OUT:** Clothing regularly issued an offender upon release, either on parole, probation, discharge or to the Community Transition Program (CTP).
- D. **EXAMINATION:** Inspection of the body, especially as a means of diagnosing illness.
- E. **GROOMING:** The act of taking care of one's self that involves proper care of the skin, teeth, hair and scalp.
- F. **HYGIENE:** The practice of routines that are conducive to maintaining good health
- G. **LINEN:** Sheets, blankets, pillowcases, towels and washcloths.
- H. **OFFENDER:** A confined person, adult or juvenile, committed by a court to the care and custody of the Department, even if only temporarily.
- I. **PARASITE:** An animal or plant that lives upon or within another organism (e.g., lice, fleas, scabies, etc.).
- J. **SANITATION:** The promotion of hygiene and prevention of disease by the maintenance of sanitary conditions.

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IV. INTAKE HYGIENE AND EXAMINATIONS:

As part of the basic intake procedure, intake units for both male and female offenders shall provide physical examinations upon admission, in accordance with the administrative procedures for Policy 01-02-101, "The Development and Delivery of Health Care Services Program," and all applicable Health Care Services Directives.

Special consideration shall be given to all health and hygiene conditions affecting the welfare and living conditions of the individual offender and, if contagious, the entire population (e.g., intestinal parasites, scabies, lice). Based upon the need to ensure the health and wellbeing of staff and offenders, all male intake units shall cut the offender's hair upon arrival. The haircuts given by the intake units shall ensure that the offender's hair does not touch the collar, extend over the eyebrows or cover the ears. Staff shall follow any necessary guidelines as presented in the administrative procedures for Policy 01-03-101, "The Development and Delivery of Religious Services," and/or in the Department's *Handbook of Religious Beliefs and Practices* to ensure an offender's religious beliefs are respected to the extent possible.

Female offender intake units shall ensure that the hairstyles worn by offenders in the unit are neat, clean and appropriate for their assignment.

Moustaches, sideburns and beards must be neat and clean and of reasonable length and style. Beards shall not extend below the chin more than three (3) inches and no more than one and one-half (1 ½) inches in length and growth on the side of the face. Sideburns shall not extend below the ear and shall not be more than one and one-half (1 ½) inches in length and growth on the side of the face. Beards are not permitted in facilities housing juveniles.

Offenders shall be isolated from the general offender population to the extent required by acceptable medical practice until this examination is complete.

V. ISSUE OF HYGIENE SUPPLIES:

Items necessary to maintain physical cleanliness and wellbeing shall be made available to all offenders who do not have the means to purchase their own items. Facilities shall make available, on an as needed basis, a personal hygiene kit to each offender upon arrival, to indigent offenders and to offenders who do not have sufficient funds to purchase these items due to court ordered payments or a disciplinary action for restitution. Minimally, the items included in this personal hygiene kit shall include:

A. Toothbrush;

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- B. Toothpaste or powder;
- C. Unwaxed dental floss;
- D. Denture Cleaner and adhesive, if necessary;
- E. Comb;
- F. Bath soap;
- G. Deodorant (or soap with deodorant);
- H. Shampoo; and,
- I. Shaving supplies, if possession is authorized in the general offender population.

In addition, facilities shall ensure that toilet paper is made available to offenders either through the personal hygiene kit or through other methods that will ensure offender have a sufficient supply of toilet paper at all times. Facilities housing female offenders shall ensure that the personal hygiene kits include those hygiene items needed by female offenders, e.g., sanitary napkins.

Offenders shall be advised how replacement hygiene items may be obtained. Replacement items may be provided to these offenders on an individual basis or by replacing the entire hygiene kit. Staff shall ensure that offenders receive replacement items in a timely manner and in a sufficient quantity so that the offenders may maintain their personal hygiene.

No offender shall be required to go without the basic hygiene items, as found in the personal hygiene kits and including toilet paper and feminine hygiene items in female facilities, solely due to lack of funds to purchase these items. Facilities are not required to provide replacement hygiene items to offenders who choose to spend their funds on commissary items that are not essential or required for the offender's wellbeing. (e.g., It is not necessary for the facility to provide hygiene items to offenders who are not indigent and who decide to purchase snack items rather than hygiene items from the commissary.) However, offenders who are not considered indigent, yet do not have sufficient funds in the Inmate Trust Fund to purchase minimal personal hygiene items, as provided in the personal hygiene kit, due to court orders (including orders to pay filing fees) or orders of restitution by a disciplinary hearing body shall be provided the necessary replacement items. Offenders who choose to purchase items not necessary to their well-being rather than necessary personal hygiene items and whose level of personal hygiene deteriorates as a result shall be subject to disciplinary action in accordance with the appropriate Policy 02-04-101, "The Disciplinary Code for Department of Correction Offenders," or Policy 03-02-101, "Code of Conduct for Juvenile Offenders."

After arrival at an assigned facility, offenders may obtain necessary hygiene items through the facility's commissary or through another source approved by the facility. Operational procedures shall be developed indicating the manner in

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which indigent offenders may obtain the necessary hygiene items at no cost and a method to ensure that these items are available. The facilities shall maintain records documenting the distribution of personal hygiene items distributed to new arrivals, indigent offenders and offenders with insufficient funds as indicated above.

Personal hygiene items may be denied to an individual offender or an individual offender's access to these items may be restricted if the Facility Head determines that this action is in the best interest and safety of the facility and the offender. If personal hygiene items are denied or restricted, this decision and the reasons for it shall be put in writing and a copy forwarded to the appropriate Executive Director of Division of Adult Facilities or Division of Youth Services. The Facility Head shall review this decision minimally on a monthly basis to determine whether the reason for the denial or restriction continues to exist.

Offenders who are assigned to a special management unit (e.g., administrative segregation, disciplinary segregation, infirmary, etc.) may be restricted as to the personal hygiene items that are maintained in the offender's living area if staff determines that the possession of these items may present a threat to the safety and security of the facility, staff or offenders. In these cases, operational procedures shall designate what personal hygiene items are not permitted in the offender's possession, a location where these personal hygiene items are maintained and how the offender may have access to them.

Community Re-Entry Centers shall provide a personal hygiene kit, on an as needed basis, to new offenders if the offenders are indigent or the offender does not have immediate access to necessary hygiene items. After obtaining employment or enrolling in an educational program, offenders assigned to Work/Study Release shall be required to obtain their own personal hygiene items.

Offenders who are released to the Community Transition Program (CTP) shall be provided with any needed hygiene items necessary to ensure the offender arrives at his/her CTP assignment with a complete personal hygiene kit.

VI. BATHING AND TOILET FACILITIES:

Water for showers shall be thermostatically controlled to ensure the safety of offenders. Showers and wash basins with hot and cold running water thermostatically controlled to temperatures ranging from 100 degrees (Fahrenheit) to 120 degrees (Fahrenheit) are to be provided. These controls are not to preclude water at higher temperatures being used in other areas of the facility, such as the kitchen or laundry.

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All offenders shall be encouraged to shower daily. However, all offenders shall be permitted to shower minimally three (3) times per week. This schedule may be interrupted and the number of showers limited during emergency situations or based upon administrative actions necessary to ensure the safety and security of the facility. When possible, offenders in a medical housing unit or infirmary shall be permitted to bathe daily. Each facility shall develop operational procedures indicating the schedule for offender showers.

It is especially important that offenders in special jobs, such as food service, medical sanitation or mechanical service, be encouraged to and provided the opportunity to bathe daily. Hot and cold shower facilities are to be available to the offenders in accordance with applicable building codes, generally at a rate of at least one (1) shower for 15 offenders.

Offenders shall be provided access to toilets and hand-washing facilities 24 hours per day and should be able to use these facilities without staff assistance whenever possible. The ratio of toilets and hand-washing facilities to offenders should be in accordance with applicable building codes.

VII. OFFENDERS REFUSING TO SHOWER/BATH REGULARLY (ADULT FACILITIES ONLY):

Offenders are expected to shower/bath routinely, in accordance with the environmental conditions of the season. For example, offenders may not need to shower/bath as often in the winter as in the summer or idle offenders may not need to shower as often as offenders with a work assignment. Under normal circumstances, offenders will be expected to shower/bath minimally once every seven (7) days.

Offenders who fail to shower/bath at least once every seven (7) days or whose body odor is such that it disturbs other offenders or staff, will be contacted by the offender's Unit Team to discuss the reason why the offender is not showering/bathing as necessary. The Unit Team staff shall attempt to determine whether the offender is refusing to shower as a form of protest or whether there may be a Mental Health issue giving rise to the failure to meet hygiene standards.

If staff determine that the failure to shower/bathe is due to non-Mental Health issues, Unit Team staff shall order the offender to shower/bathe at the next available opportunity. If the offender fails to comply with the order, the Unit Team shall notify the Custody Supervisor or designee. The Custody Supervisor or designee shall advise the offender that failure to shower/bathe shall result in a Cell Extraction Team being assembled and the offender involuntarily showered. The Custody Supervisor or designee shall give the offender one (1) last opportunity to voluntarily shower/bathe.

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If Unit Team staff believes that the offender may have Mental Health issues, Unit Team staff shall contact Mental Health staff to meet with the offender and explain the importance of maintaining good hygiene and the need to shower/bathe. If the Mental Health staff believes that the offender is suffering from an emotional or mental health problem, the Custody Supervisor or designee shall be advised as to any possible contraindications to involuntarily requiring the offender to shower/bathe.

The Custody Supervisor or designee shall ensure that the offender is given every opportunity to voluntarily shower/bathe. The offender will be told to remove all clothing except the offender's underwear and to back up to the cell bars or cuff port to be handcuffed. If the offender continues to refuse to shower or bathe or refuses to be handcuffed, the Custody Supervisor or designee shall activate a Cell Extraction Team. The Cell Extraction Team shall be assembled and operated in accordance with the procedures for the activation and use of Cell Extraction Teams. A Mental Health and Health Care Services staff person shall accompany the Cell Extraction Team and be prepared to render any needed services.

Once the offender has been subdued, the Cell Extraction Team shall ensure that the offender is restrained in accordance with the applicable restraint procedures. The offender will then be escorted to the designated shower area. Once at the shower area, staff shall ensure that the water is at an appropriate temperature and the offender shall be placed under the stream of water, ensuring that the offender is thoroughly soaked. While two (2) Correctional Officers maintain control of the offender, two (2) other Correctional Officers shall apply liquid soap on the offender and using shower brushes ensure that the offender is washed. Staff using the shower brushes shall ensure that only the amount of pressure necessary to wash the offender is used. Once the offender has been thoroughly washed, the offender will be rinsed to remove as much soap as possible.

The offender shall be provided a towel and be given the opportunity to dry him/herself. If the offender refuses, staff shall pat dry the offender using the towels using the least force necessary to partially dry the offender. Once the offender has been dried, the offender will be returned to his/her cell. The restraints will be removed once the offender is in the cell. The offender will be offered a towel to complete the drying and Health Care staff shall offer the offender any medical treatment, as necessary. Once the offender has dried off, the towel shall be retrieved.

Following the showering process, the Cell Extraction Team shall return to the briefing area and a debriefing of the incident shall be conducted. The appropriate Use of Force forms shall be completed detailing the actions taken and any

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injuries sustained by the offender or staff. These Use of Force forms shall be reviewed by the Custody Supervisor or designee.

In cases where an offender has soiled him/herself or has spread food or human waste in the cell area, staff shall not be required to wait the seven (7) days waiting period before involuntarily showering the offender. The offender shall be given the opportunity to voluntarily shower under the supervision of staff. If not, a Cell Extraction Team shall be activated which shall follow the procedures indicated above.

Each facility shall develop operational procedures for the use of involuntary showers.

VIII. CLEANING SUPPLIES FOR LIVING QUARTERS AND INSPECTIONS:

Adequate cleaning materials for all offender living quarters shall be available. High standards of cleanliness are to be maintained at all times. Staff shall supervise cleaning activities, balancing safety and sanitation. Failure to abide by personal or living quarter cleanliness standards may result in disciplinary action in accordance with the appropriate disciplinary code, Policy 02-04-101, The Disciplinary Code for Adult Offenders,” or Policy 03-02-101, “Code of Conduct for Juvenile Offenders.”

Each facility shall develop operational procedures indicating the manner and frequency in which offenders shall be provided with cleaning supplies to clean their living areas. Additionally, these operational procedures shall include the manner in which the offender housing units can re-order supplies to ensure that adequate supplies are always available.

IX. LINEN AND BEDDING:

Each facility shall maintain an excess of linen in its inventory to ensure that there is no delay in replacing lost or worn out items. Each offender shall be issued upon admission, at a minimum, the following items:

- A. One (1) pillow (if necessary);
- B. One (1) pillow case (if a pillow is issued);
- C. One (1) mattress;
- D. Two (2) sheets;
- E. One (1) bedspread, if issued by the facility;
- E. One (1) blanket; and,
- F. Two (2) towels and two (2) washcloths.

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An additional blanket may be issued during cold weather if the facility determines that an additional blanket is necessary based upon weather conditions and the existing temperature controls.

Collection, storage and exchange methods for bedding shall be completed hygienically. Operational procedures shall indicate the recordkeeping, schedule and manner in which bedding items are issued and exchanged, including the procedure to ensure that these items are washed and sterilized. Blankets, pillows and mattress are to be washed and disinfected or sterilized before reissue. Loss, abuse or misuse of these items may result in disciplinary action including requiring the offender to reimburse the facility for the cost of the article. Offenders may be permitted to possess personal linens in accordance with the facility's operational procedures for Policy 02-01-101, "Offender Personal Property."

X. HAIR AND BEARDS:

Freedom in personal grooming shall be permitted except when an offender's appearance conflicts with safety, security or hygiene concerns at a facility.

Each facility must provide the opportunity for hair care services to all offenders, including offenders in special management units (e.g., administrative or disciplinary segregation, medical housing units or infirmaries, etc.). These services may be provided within the facility or in the community for Level 1, Community Re-Entry Centers or Juvenile community-based facilities. If hair care services are provided within the facility, the area and manner in which the services are provided must comply with State Board of Health regulations. Equipment shall be stored when not in use and a current inventory maintained in accordance with the facility's operational procedures for Policy 02-03-107, "Tool Control."

Hair shall be kept neat, clean and well groomed at all times. All offenders are expected to wear hairstyles appropriate for their work or study assignments. Offenders assigned to work or study programs where the length or style of hair may impair the safety or operation of the program, may be required to cut their hair or be removed from the work/study assignment. Food service supervisors shall require offenders with long hair or facial hair to wear a hair net or beard cover when working in food service. Shop foreman shall require offenders to bind their hair or otherwise restrain/cover hair to prevent a work related injury or unsanitary conditions.

Facial hair, mustaches, goatees and beards shall be clean and neatly trimmed at all times.

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When a significant change occurs in an offender's appearance (e.g. when a beard, sideburns, goatee or moustache is fully developed or removed), a new identification picture shall be made. This new identification picture shall be made a part of the offender's file and included in any crew and/or escape kit. The cost of new identification pictures due to an offender's voluntary change in appearance shall be deducted from the offender's Inmate Trust Fund account.

Wigs or hair pieces are unacceptable in any facility unless there is a medical justification for such items. Beards shall be unacceptable in juvenile and female facilities.

XI. CLOTHING ISSUE:

An offender shall have minimally three (3) clean clothing changes per week. Clothing should be properly fitted, suitable for the climate and in a presentable condition.

A standard wardrobe shall be provided or permitted which includes appropriate clothing such as shirts, blouses, dresses, trousers, under garments, shoes, socks, coats, jackets and caps/hats for cold weather. This standard wardrobe shall be in accordance with the personal property lists attached to the administrative procedures for Policy 02-01-101, "Offender Personal Property." Adult offenders assigned to a disciplinary or administrative segregation unit shall be required to wear a "red" jumpsuit. ~~or~~ In cases where there may be a medical risk to the offender (e.g., suicidal offenders), an offender may be provided a different set of clothing than offenders in the general population in accordance with instructions from Health Care or Mental Health staff. The facility's operational procedures for the operation of its detention or disciplinary segregation, administrative segregation, protective custody and medical unit shall indicate any special clothing that is issued to offenders assigned to these units, as well as property limits for other property. In such cases, the clothing provided to these offenders is to promote offender safety in a way that is designed to prevent humiliation and degradation.

Facilities may re-issue offender clothing, including underwear, socks and boots/shoes, when an offender is released or transferred. In cases where a facility re-issues offender clothing, the facility shall ensure that the clothing is inspected and properly cleaned and sanitized before re-issue. Clothing that is stained or badly worn shall not be re-issued. All clothing issued or re-issued to offenders shall be in good serviceable condition.

Facilities shall ensure that space is provided for the storage and issuance of clothing and that sufficient supply of clothing are available to ensure that the clothing needs of the offender population are met without undue delay.

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Operational procedures shall indicate the manner in which clothing is issued or re-issued to offenders and the manner in which they may be washed and exchanged. If offenders are allowed to wear personal clothing, the operational procedures shall indicate the manner in which the clothing may be cleaned and exchanged for new clothing. The possession of state-issued or personal clothing items shall be in accordance with the facility's operational procedures for Policy 02-01-101, "Offender Personal Property."

The recording of all clothing issued to offenders shall be in accordance with policy 02-01-101, "Offender Personal Property." Offenders shall be held accountable for state clothing issued to them.

XII. ISSUE OF SEASONAL CLOTHING:

Seasonal clothing (e.g., hats, coats, gloves, etc.) may be issued by facilities as needed based upon the work/program assignments of offenders and the weather conditions in the area of the facility. Generally, seasonal clothing will only be worn as needed during the respective season. Certain seasonal clothing items shall be issued to offenders and then collected from the offenders when the seasons change and the items are no longer needed, e.g., coats.

Offender coats for use in cold weather shall be issued to the offenders by or before September 1 each year. At the end of the cold weather season, the facilities shall collect offender coats. All offender coats will be collected on or after June 1 each year. During the months between June 1 and September 1, all collected coats will be inspected, cleaned and any necessary repairs made in anticipation of re-issuing the coats starting in September. Offenders who refuse to return seasonal clothing as required shall be subject to disciplinary action.

Facilities issuing clothing to offenders shall ensure that operational procedures are developed which provide for the issuing, collecting, inspecting, cleaning and repair of seasonal clothing.

XIII. SPECIAL CLOTHING:

Special, appropriate or protective clothing and equipment shall be provided to offenders in food service, farm, facility plant maintenance, garage, shops and special assignments.

These items may include special protective equipment, such as facemasks for certain assignments in the Health Care Services area and protective helmets when working around machinery.

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Operational procedures shall indicate those areas/assignments where special clothing items or equipment are required. Also, these procedures shall specify the special clothing/equipment necessary for the area/assignment. The procedures are to indicate how these clothing items/equipment are provided and the manner in which the facility accounts for the items.

XIV. OFFENDER JEWELRY:

Offenders may be permitted to wear certain jewelry (i.e., watch, wedding band, religious necklace) in accordance with the facility's operational procedures for Policy 02-01-101, "Offender Personal Property." In such cases, the offender shall be permitted to wear only the jewelry which has been approved by the facility.

Offenders who have been authorized to wear certain jewelry items may be required to remove those items while on certain work assignments. If the jewelry item(s) present a potential safety issues, such as when working around power equipment, or its wearing is addressed in other rules and/or regulations, such as OSHA requirements, the offender shall be instructed that the jewelry item must be removed while on the work assignment. When the offender leaves the work assignment, the offender may be permitted to wear the jewelry items. The supervisor of any shop that has restrictions on the wearing of jewelry while operating equipment shall ensure that the offenders are made aware of and abide by these restrictions. These restrictions shall be posted in the work area. Any failure to abide by these restrictions may result in the offender being removed from the work assignment.

XV. PURCHASE OF CLOTHING AND HYGIENE ITEMS:

Offenders may be permitted to purchase some clothing items. These clothing items may be purchased through the commissary, from commercial vendors or may be purchased and supplied by an offender's family. The amounts and types of clothing that may be purchased or obtained from family shall be in accordance with the clothing permitted by the facility's operational procedures for Policy 02-01-101, "Offender Personal Property." Facility operational procedures shall indicate what, if any, clothing items may be purchased by the offender or which may be sent into the facility by an offender's family or friends.

XVI. CARE OF PERSONAL CLOTHING:

Each facility (with the exception of Community Re-Entry Centers) must provide thorough cleaning and disinfecting of personal clothing before storing or before allowing an offender to keep this clothing. Laundry equipment shall be made available in all facilities for offenders to wash their personal clothing, if this service is not provided by the facility. Offenders may be permitted to wash their

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own personal clothing or the facility may wash personal clothing in the facility's regular laundry operation.

Each facility shall develop operational procedures to indicate the manner and frequency in which offenders may clean personal clothing. If the facility does not provide laundering services for personal clothing, the operational procedures shall include the procedures that offenders must follow in order to launder these items.

XVII. PROHIBITED ITEMS:

Offenders shall be permitted to possess only those personal items of clothing and jewelry that are authorized by the facility's operational procedures for Policy 02-01-101, "Offender Personal Property." The Facility Head or designee may prohibit the possession of certain items of personal property if it is determined that the possession the personal property would be detrimental to the health of staff or offenders or the safety and security of the facility.

XVIII. OFFENDERS TRANSFERRED TO A COMMUNITY RE-ENTRY CENTER:

Any offender approved for regular work release status is to be given basic clothing items, including at least two (2) changes of underclothing and the clothing which would have been given had the offender been released from the facility, as indicated in Procedure XX.

XIX. ADULT OFFENDERS TRANSFERRED TO COMMUNITY TRANSITION PROGRAMS:

Adult offenders transferred to the Community Transition Program (CTP) shall be transferred in dress out clothing and shall not be transferred in the clothing normally provided to the offender while in a Department facility. Clothing provided to offenders transferred to CTP shall not identify the offender as coming from a correctional facility. The facility shall ensure that the offender has at least two (2) complete sets of clothing, including underwear, at the time the offender is transferred to CTP.

If time permits, offenders being transferred to CTP may be allowed to contact family or friends to have a suitable set of clothing sent to the facility for the offender to wear while in CTP. The facility shall ensure that the offender is made aware of this option. The cost for sending the clothing shall be the responsibility of the offender or the person sending the clothing. If the offender obtains suitable clothing from family or friends, the facility is not required to provide clothing to the offender. Operational procedures shall specify that the offender shall be notified of this option, when appropriate, and the manner in which the clothes may be requested and received.

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The facility may, upon request of the offender being transferred to CTP, issue a complete set of serviceable work clothing, including work shoes. An offender may be eligible to receive this set of work clothing, if the offender cannot obtain the clothing in any other manner and the offender has a verified offer of employment that requires such clothing. It shall be the responsibility of the offender to provide the facility with sufficient information to verify the need of the work clothing.

Staff shall ensure that offenders being transferred to CTP have adequate personal hygiene items to last minimally one (1) week following the transfer. If the offender does not have personal hygiene items at the time of the transfer, the facility shall provide the offender with a personal hygiene kit.

Operational procedures shall be developed that ensure that offenders released to CTP are provided with suitable clothing as indicated.

XX. CLOTHING ISSUE UPON RELEASE OF OFFENDER:

When preparing an offender for release, the facility shall determine whether the offender is in need of a set of clothing for wear in the community. The offender may be allowed to contact family or friends to have a suitable set of clothing sent to the facility for the offender to wear at the time of release. The facility shall ensure that the offender is made aware of this option. The cost for sending this clothing shall be the responsibility of the offender or the person sending the clothing. Operational procedures shall specify that the offender shall be notified of this option and the manner in which the clothes may be requested and received.

At the request of an offender who is being released to parole supervision or discharge, the facility shall provide the offender with at least one (1) set of clothing (dress-out clothing) appropriate for the season of the year. This set of clothing shall be of such quality and styling that the offender will not be identified as an ex-offender.

Additionally, the facility may, upon request by an offender being released to parole supervision or discharge, issue a complete set of serviceable work clothing, including work shoes. An offender may be eligible to receive a set of work clothing, if the offender cannot obtain the clothing in any other manner and the offender has a verified offer of employment that requires such clothing. It shall be the responsibility of the offender to provide the facility with sufficient information to verify the need for the work clothing.

Offenders who were enrolled in CTP shall not be eligible for another set of clothing, either regular or work, when they are released to parole or probation

POLICY AND ADMINISTRATIVE PROCEDURES

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supervision, if they are released directly from CTP to parole or probation. If the offender is returned to the facility for a violation of CTP rules and is released from the facility to parole, probation or discharge, the offender may be provided with a set of clothing if he/she does not have suitable clothing for release.

Each facility shall develop operational procedures to ensure that offenders being released and who request an issue of either regular clothing or work clothing are aware how to make the request and, if appropriate, the correct set of clothing is issued.

XXI. APPLICABILITY:

These administrative procedures are applicable to all Department facilities and offenders committed to the Department.

Signature on File

Edwin G. Buss
Commissioner

5/17/10

Date